


USIM OFFICIAL VISIT REQUEST FORM

USIM 'Alamiyyah (USIM International Centre) is responsible for coordinating official visits by international representatives to USIM. If you would like to schedule a visit to USIM, please kindly complete the form below, providing details as required. The information will help us to assess your request and if is approved, it will help us organize and manage your visit. Any confirmation and arrangement will be made via contact person listed in this form.

Institution Name <i>Institusi</i>	
Name (Contact Person) <i>Nama Pemohon</i>	
Address <i>Alamat</i>	
Phone Number <i>No. Telefon</i>	
Mobile Number <i>No. Telefon Bimbit</i>	
Email Address <i>Emel</i>	
Website <i>Laman Web</i>	
Proposed Date <i>Tarikh Lawatan</i>	
Proposed Time <i>Masa Lawatan</i>	
Numbers of Delegation <i>Bilangan Delegasi</i>	
Name(s) & Designation Of Delegation Member(s) <i>Senarai Lengkap Nama dan Jawatan Delegasi</i>	<i>(Kindly attached the name list/ Sertakan senarai lengkap delegasi)</i>  <i>Limited to max 50 pax per visit</i>
What are the purpose/main objectives of your visit? <i>Apakah tujuan/objektif utama program lawatan ke USIM?</i>	
Kindly attach the background of the details of your institution/organization for our reference <i>Sila lampirkan maklumat latar belakang institusi/organisasi untuk rujukan pihak kami</i>	

	<i>You may attached any relevant information</i>
Person(s) or department(s) you would like to meet with while on campus <i>Individu/Fakulti/Jabatan yang ingin dilawati dan dikenali semasa program lawatan</i>	
1	
2	
Please state if you need an invitation letter to obtain your visa for entering Malaysia <i>Sila nyatakan sekiranya memerlukan surat jemputan untuk keperluan permohonan visa masuk ke Malaysia</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Ya <input type="checkbox"/> Tidak <input type="checkbox"/>	
Please state additional information for our reference: <i>Sila nyatakan sebarang info tambahan untuk rujukan:</i>	
E. FOR OFFICE USE UNTUK KEGUNAAN PEJABAT	
Date Received: Office & Personnel Stamp: Name: Date:	

- ✚ This form must be submitted to USIM 'Alamiyyah **THREE WEEKS** before the requested date of visit
- ✚ All visitors are requested to arrive on time. The visit will be cancelled if the arrival is **30 MINUTES LATE** than the requested time
- ✚ Please wait for our confirmation email before make an arrangement for travelling to USIM
- ✚ Please contact us **7 DAYS** prior to your visit for the confirmation of attendance

Email/Mail/Fax:

USIM 'ALAMIYYAH, UNIVERSITI SAINS ISLAM MALAYSIA (USIM)

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